

D. monitoring & midterm evaluation

INFOSHEET

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how to use this form?

This form is about the monitoring activities and mid-term evaluation you realize during the ESC project as part of the support/sending tasks. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of the monitoring and evaluation activities.

Some questions which can help you to reflect on your activities:

- 1.Organisation of the monitoring activities: Are you working with a fixed time table or a monitoring procedure? Who decides about the frequency of the contact? What kind of monitoring activities do you usually organise (individual or collective online video call? Phone call? Whatsapp/sms/email, etc. How are the meetings organized? Is the participation of the volunteers mandatory?
2. Topics of the monitoring activities: What arguments do you discuss with the volunteers, and who is proposing the topics? (How) do you involve the volunteers in dissemination activities during the project? What do you do in case volunteers are not interested in the monitoring activities?
- 3.Human resources: Who are the staff members involved in the monitoring activities? How do you maintain a trustful relationship with the volunteers during the project period? A part your staff members, do you involve other persons in your monitoring activities? If yes, how?
- 4.Communication with the hosting / lead organisation: (How) do you communicate the outcome to the hosting/lead organization? Who is your referent in the hosting/lead organisation?
- 5.Specific activities of the mid-term evaluation How is the mid-term evaluation organised? How do you evaluate the ongoing project? What are your specific objectives of the mid-term evaluation? How do you share this activity with the hosting/lead organisation?

how?

what?

who?

when?